Auburn-Washburn USD #437 Job Description

Job Title: Assistive Technology Aide

Reports to: Building Librarian

Summary: Assistive Technology Aides support teachers' use of technology hardware and software through troubleshooting and training. Assistive Technology Aides provide a building level response for setup, maintenance, and basic troubleshooting of classroom technology to minimize disruptions in the instructional process. Assistive Technology Aides design digital approaches to curricular content using technology tools to increase the access for all learners. Collaborating with Information Technology staff, Teaching and Learning staff, building principals, and teachers, Assistive Technology Aides create tools and train students to use digital tools to facilitate learning.

Qualifications:

Required

- Experience with and a growth mindset toward using technology to support quality instruction

Preferred

- Degree in education, educational technology, curriculum and instruction, or other related field
- Google Certification (Level 1) - Training provided if certification is not held
- Successful, recent, and relevant experience with digital educational hardware and software.

Essential Duties and Responsibilities:

- Support building implementation of universal design for learning and technology integration strategies to support strategic plan goals.
- Collaborate with the teachers, principals, Teaching and Learning (T&L) and the Information Technology (IT) departments to develop and deploy instructional materials and technology integration techniques.
- Discover and create technology solutions to increase student access to content.
- Build learning materials for individual students.
- Train students to grow towards independence in the use of technology supports for learning.
- Understand and troubleshoot district software applications and digital learning resources.
- Support the use of SMART board resources.
- Assist teachers with classroom setup and preliminary equipment troubleshooting.
- Provide site level support for IT helpdesk tickets as directed by the IT department.
- Monitor the condition of technology resources in the building to ensure quality access.
- Demonstrate flexibility and multitasking, particularly as it applies to working through multiple projects with differing groups of teachers.
- Engage in continuous professional learning, both self-directed and as identified by the district, to stay current on research, promising practices, and educational trends.

- Engage in district-directed professional learning as related to job roles.
- Maintain confidentiality.
- Contribute to positive, safe, inviting, and productive learning environments.
- Support and model our district's charge of inspiring, challenging, and preparing every child, every day.
- Collaborate with the IT department to maintain the technology equipment inventory.
- Maintain the building level assistive technology inventory.
- Assist librarians and teachers with the setup and deployment of computers, carts, and labs.
- Assisting and troubleshooting digital assessment activities.
- Comply with safety procedures to reduce the potential for personal injury or damage to district equipment.
- Knowledge and execution of principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Perform other ~~tasks and assume other responsibilities~~ duties as ~~the superintendent or designee may~~ assigned.
- Regular, in person, attendance and punctuality are required.

Physical Requirements:

- Reaching: Extending hand(s) and arm(s) in any direction.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, and the like, using feet and legs and/or hands and arms. The amount and kind of climbing required exceeds that required for ordinary locomotion.
- Stooping: Bending body downward and forward by bending spine at the waist, requires full use of the lower extremities and back muscles.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling: Using upper extremities to exert force in order to draw, drag, haul or rug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. Requires the substantial use of the upper extremities and back muscles.
- Fingering: Picking, pinching, typing/keyboarding or otherwise working primarily with fingers rather than with the whole hand or arm as in handing.
- Grasping: Applying pressure to an object with fingers and palm.
- Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Ability to receive detailed information through oral communication.
- Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or

fingers.
- Work deals with computer terminal extensive reading, operation of machines at distances close to the eyes.
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- The worker is subject to all environmental conditions: Activities occur inside and outside.
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Term of Employment: ~~Classified hourly,~~ 10 months

Salary: Salary information is available from the Executive Director of Human Resources ~~and Operations~~.

Evaluation: Performance of this job will be evaluated annually by the Building Principal ~~is responsible for the evaluation. This duty may be delegated to the Building Librarian and completed through collaboration with and input from the Coordinator of Information Technology and the Director of Student Services~~.

Board Approved: March 5, 2018